

Report for Week Ending 4 April 1956
from
FORMS MANAGEMENT BRANCH

25X1A9a

Numbered Projects

4-85 - Information Report Study

- a. Proofs of the new Forms 1K, 1K-1 and 1K-2 were received, coordinated with the OPI, minor corrections made and returned to the printer this week. An expedited delivery has been requested.
- b. Forms 1b and 1c have been released for procurement; research into the feasibility of ultimately applying a silicone overcoating to the record copies is continuing. Results will be reported when known.

General Information

25X1A9a

25X1A9a

1. Contract XG-1601 [REDACTED] The annual review of this contract is being accomplished in collaboration with [REDACTED] PD/OL. [REDACTED] C/Printing Plant #2, PSD/OL has been consulted regarding some of his special requirements.

25X1A9a

2. Project Assignments

[REDACTED] Formerly of the Reports & Correspondence Management Branch, who had been associated with the Regulations Control Staff for some time, has returned to RMS. She has been detailed to FMB to work on a number of important backlogged projects such as a) modernization of the functional file b) the annual forms survey c) compilation of a list of forms authorized for field use, d) mechanization of an alphabetical forms listing, etc. When these and related projects are completed she will assist Mr. [REDACTED] on backlogged reports and correspondence management projects.

25X1A9a

3. Forms Authorized for Field Use [REDACTED] A survey of all controlled forms is being made to determine which forms may be officially approved for overseas field use. Much of this information, though currently available in our control and historical files as well as scattered publications indexes, is not in a consolidated usable form and requires verification. This data will all be pulled together, validated by the OPI, and control cards flagged. Eventually it will be included in the mechanized forms listings. An immediate use will be made of survey results by Supply Div/OL in replying to a request of the [REDACTED] for a list of all current forms which may be used in that area. Related data concerning security factors affecting methods and costs of shipment, developed in collaboration with offices of Primary Interest and the Office of Security, will be useful byproducts of this study.

25X1A6a

25X1A9a

4. Employee Suggestions [REDACTED] The flow of Employee Suggestions into this Branch continues to be quite heavy. A total of seven Suggestions are now pending. Suggestion No. 779, pertaining to the use of NCR paper has now been evaluated and adopted with a recommended Award of \$240.00. Attached is a technical analysis paper that was submitted with the evaluation.

Completed Projects

IAC-AHIP-WGIR

25X1A9a

1. "Inter-Agency Document Request" [REDACTED]. Basic production specifications applicable to this form have been developed and forwarded to the various IAC Agencies concerned with its standardization and use. This basic form to be modified, as necessary, to the needs of the individual IAC Agencies. Procurement action will be initiated by the Forms Manager of each Agency upon the receipt of requirements pertaining to his particular Agency.

~~CONFIDENTIAL~~

MS/RCS

25X1A9a

1. Distribution Schedule and Stock Record [REDACTED] Developed and designed this form for RCS to be used for distribution schedule and stock record of administrative directives. This form was originally mimeographed on 8"x10 $\frac{1}{2}$ " size. This size was changed to 10 $\frac{1}{2}$ "x8", making it more suitable for filing and reference. The mimeographing of this form was changed to offset printing.

DD/S Area

25X1A9a

1. New Forms 800 and 800a - Smudge Proof Black Hectograph Masters [REDACTED] Procurement action on these forms had been temporarily suspended by Stock Management Section, SD/OL due to a temporary shortage of funds. Funds have now been made available and SMS released the requisitions today.

2. [REDACTED] Settlement Sheet [REDACTED] This form was originally conceived and received from the Office of the Comptroller with a full page of instructions on the reverse side. The redesign of this form clarified the entries on the front and eliminated the need for any instructions on the back. In addition, the need to dual print each form was eliminated.

25X1C4a

25X1A9a

PENDING ACTIONS SUMMARY

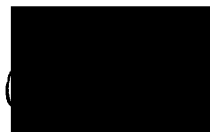
<u>Type</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	3	10	11	-	24
Revision	3	1	9	-	13
Reprint	2	-	-	-	2
TOTAL	8	11	20	-	39

COMPLETED ACTIONS SUMMARY

<u>Type</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NUMBER OF COPIES</u>
New	1	-	1	1	3	4,300
Revision	-	1	1	7	9	324,000
Reprint	4	5	7	23	39	1,202,200
TOTAL	5	6	9	31	51	1,530,500

Redesignated - 2
Obsolete - 2

25X1A9a



~~CONFIDENTIAL~~